

## Recruiter

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Company: MGM Group

Location: Bunbury

Category: business-and-financial-operations

**Looking for a positive change - make a move to MGM !**

**Quickly build your skills in talent acquisition**

**Be a key member of a close-knit supportive team environment**

Join one of Western Australia's largest family owned companies in bulk haulage. With 65 years of experience and more than 500 employees, MGM Group is a rapidly growing and thriving business with exciting opportunities to grow our team while delivering our employees job security, well into the future.

We are currently seeking an enthusiastic, organised and proactive individual to join our passionate and committed team to assist in the recruitment of operational roles across the business. Previous experience is preferred, however, for applicants who demonstrate the right attitude and a willingness to learn, we can provide on-the-job training. This is an integral role in our busy team, however, we still know how to have fun while achieving our work goals.

### **About the role:**

Carry out end-to-end recruitment for operational roles within a fast paced environment

Schedule and conduct telephone interviews, reference checks and gather pre-employment documentation

Coordinate and track pre-employment medicals

Liaise with branch managers during the recruitment process for job scope and

applicant approval

Compile reports on recruitment and HR data

Assist in HR initiatives and workflows

### **About you:**

You may be an HR graduate student

You will be tech-savvy, with a sound knowledge of Microsoft Office

You have strong attention to detail with outstanding organisational and time management skills

You have a passion for providing a great experience for candidates in their recruitment journey

You have excellent communication skills and can build rapport with others

You sustain a positive attitude and work well with others

### **Why pick MGM:**

We offer a competitive salary and lifestyle benefits

We provide the opportunity to gain a Certificate 4 in HR

We are a family-run business in a significant growth phase

We work in modern corporate offices within Bunbury town centre

We work in collaborative teams, juggling multiple projects, working hard, and incorporating some fun into our workday

We are optimists; we bring positive energy to our workplace and our stakeholder interactions

Does this role sound like the opportunity you are looking for? Click 'apply now' and start your new career with MGM today!

MGM reserves the right to commence the recruitment process prior to the assigned closing

date.

Please note that only shortlisted applicants will be contacted.

Apply Now

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#### Cross References and Citations:

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